

SF 1

PRINTING AND BINDING REQUISITION
To the PUBLIC PRINTER Please furnish the following:

FROM (Department or Government Establishment)		(Bureau or Office)		JACKET NO. (Assigned at GPO) <div><div><input type="checkbox"/> Red</div><div><input type="checkbox"/> Black</div></div>		REQUISITION NO.							
APPROPRIATION CHARGEABLE / APPLICABLE LAW		BILLING ADDRESS CODE (BAC)		AUTHORIZED BY									
TITLE		QUALITY LEVEL		FORM NO.									
QUANTITY (Units of finished products)		FINISHED PRODUCT (Check one) <div><input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)</div>		CLASSIFICATION									
THIS ORDER RIDES (Department)		(Requisition No.)		(Jacket No.)		STRAP WITH REQUISITION NO.							
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)		SECOND CHOICE (If any)		COLOR(S) OF INK							
	Cover												
	OTHER (Specify)												
COMPOSITION	FURNISHED (Magnetic tape) <div><input type="checkbox"/> Direct Drive <input type="checkbox"/> Other</div>		(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)	PREVIOUS JACKET / REQ NO. (If Reprint)						
	TEXT TYPE (Point, Face, Leaded/Solid)		DISPLAY TYPE (Face)		MARGINS (After trim) Picas/Inches	Back/Left Top Other	FOL. LIT. FORMS MUST REGISTER TYPEWRITER SPACING						
	TYPE PAGE WIDTH (Picas) No. of Cols. Col. Width		TYPE PAGE DEPTH (Include running head but not bottom folio)		ILLUSTRATIONS (Total)		PICKUP FROM: Jacket No. Req. No. RESTORE TO ORIGINAL JACKET						
PRESS AND BINDERY	PRINT One Side Only		Head to Head	Head to Foot	Other	COVER PRINTS 1 2 3 4		EMBOSS	RULING (Print or Bindery)	PERFORATE SCORE	Position	NUMBER (Inclusive)	Color of ink
	SIZE FLAT (inches) FORMS, SETS, PADS		FOLD TO (Inches)		SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS		PAGES		FOLDINS / INSERTS		PAPER COVERS (Self) (Separate)		
	WIRE STITCH (Side) (Saddle) (No.)		PASTE ON FOLD		LOOSELEAF	ADHESIVE BOUND	SEW	CASE BOUND	(Material and Color)		STAMP TITLE (Bindery) Cover Spine Gold Im. Gold Ink (Color)		
	PAD/SETS (Gum) (Stitch) (Pos.)		(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/ DRILL	(Shape)	(No. of Holes)	(Diam.)	(Inches Center to Center)	(Pos.)	ROUND CORNERS (No.) (Position)	
	GATHER (Explain)		CARBON INTERLEAVE		INDEX (Cut)	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)		(Width of cut 1/5 etc.)		(Pos.)	
PROOFS AND DELIVERY	REQUESTED PROOF DATE		PROOF SETS (Galley) (Page)		DEPT. HOLD (Workdays) (Galley) (Pages)		PROOFS TO						
	REQUESTED DELIVERY DATE		KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (SPECIFY)		QUANTITY IN PACKAGE		PACK IN CARTONS	B/L FURNISHED	
	DELIVER TO												

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

Requisition No.

This block should contain an agency assigned internal number. It is normally a single digit followed by a hyphen and then a five character number (8-00001).

Most agencies use the last number of the current year (199**8**) for the first digit. The last five digits usually signify the which number (of the jobs submitted to GPO) this jacket represents.

FROM (Department or Government Establishment).

This block should contain the parent agency which has been granted printing authority.